



H.U.S.D. BOARD MEETING SUMMARY Wednesday, October 24, 2012

Board Roll Call:

Present: Mr. Jesús Armas, President
Ms. Lisa Brunner, Vice President
Dr. Luis Reynoso, Clerk
Ms. Maribel Heredia, Member
Mr. William McGee, Member

In Closed Session the Board of Education approved the following:

- On a motion by Ms. Heredia and seconded by Dr. Reynoso the Board voted 5-0-0 to terminate Employee #20332
- On a motion by Ms. Heredia and seconded by Ms. Brunner the Board voted 5-0-0 to approve the Settlement Agreement on Case #2012080885
- On a motion by Mr. McGee and seconded by Ms. Heredia the Board voted 5-0-0 to approve the Settlement Agreement on Case #2012050984

CONSENT ITEMS

1. **The Board Approved** – Personnel Appointments, retirements, changes of status, waivers, leaves of absence, and terminations (Human Resources)
2. **The Board Approved** – The following warrants between September 23 2012 through October 3, 2012 (Business Services)

Payroll – Direct Deposit	\$ 6,941,315.91
Payroll – Warrants	\$ 613,187.76
General Fund - Total Non-Payroll	\$ 4,594,534.95
Adult Education Fund	\$ 38,191.50
Food Services Fund	\$ 73,487.64
Child Development Fund	\$ 15,572.76
Deferred Maintenance Fund	\$ 153,884.61
Special Reserve Fund for Capital Outlay Projects	\$ -0-
Building Fund 2008 Measure I Bond	\$ 157,506.21
School Facilities/Proposition 1A	\$ 1,315.00
Building Fund	\$ -0-
Capital Facilities/Developer Fees Fund	\$ -0-
TOTAL EXPENDITURES	\$ 12,588,996.34

HUSD Board Meeting Summary – October 24, 2012

3. **The Board Approved** – Non-Public School Placements and Non-Public Agency Services (Elementary Education)

<u>Vendor</u>	<u>Purpose</u>	<u>State Funds</u>	<u>HUSD Cost</u>
<u>Non-public Schools</u>	Tuition		
<u>Bridge School</u>	1 non LCI student	\$0	\$52,134

4. **The Board Approved** – The Quarterly Investment Report (Business Services)

In accordance with the Treasurer's investment policy a report of the cash pool investments are reported to HUSD on a quarterly basis. The Investment Status Report as of August 31, 2012 presents the detail of all outstanding pool investments listed by securities category. The report reflects par values and cost of purchase. All investments in the Treasurer's investment portfolio conform to the statutory requirements of Government Code Section 53601 et. Seq., authorities delegated by the County Board of Supervisors and the Treasurer's investment policy. The district's chief fiscal officer shall prepare quarterly investment reports received from the County Treasurer's Office, in accordance with Board policy within 30 days following the end of the quarter covered by the report. The reports shall: (Government Code 53646)

1. State the manner in which the portfolio complies and/or does not comply with the district's investment policy
2. Denote the district's ability to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall not or may not be available
3. Include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments, and monies held by the district

Whenever district investments have been placed in the state's local agency investment fund, the National Credit Union Share Insurance Fund-insured accounts in a credit union, or from FDIC-insured accounts in a bank or savings and loan association, in a county investment pool, or in any combination of these, the report may include the most recent statement(s) received from these institutions in lieu of the information specified in items #1-3 above. (Government Code 53646) In the report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices. (Government Code 53646)

5. **The Board Approved** – The Memorandum of Understanding with New Haven Unified School District (Educational Services)

A Memorandum of Understanding has been developed between HUSD and New Haven Unified School District to provide day treatment program services for one specific HUSD student. The student at NHUSD requires a specialized program for students with emotional disturbance. Due to student's present level of emotional disturbance the parents would like student to finish high school in New Haven Unified. The IEP team has agreed that his placement at NHUSD best suits this student's needs. This MOU totals \$25,000.

6. **The Board Adopted** – The Memorandum of Understanding with Seneca (Educational Services)

A Memorandum of Understanding has been developed between Mid Alameda County SELPA and Seneca Center for Seneca to provide school based day treatment services at Longwood, Winton, and Mt. Eden. Students from HUSD, CVUSD, SLUSD and SLZUSD may participate

HUSD Board Meeting Summary – October 24, 2012

in these programs. HUSD is the host district for the SELPAs school based day treatment program for emotionally disturbed students. The services will be year round including an extended school year. The ESY will be provided at the Shoreline campus. The program at HUSD school sites maintains a 1:4 student teacher ratio with two classroom behavior aids, one therapist, and a special education teacher. Each district is charged \$60,000 per classroom. The SELPA will deduct \$180,000 from our IDEA state and federal allocations. No funds will come from the general education fund.

7. **The Board Approved** – Consultant Contracts for Approval from School Site Councils (Educational Services)

Vendor	Purpose	Div/Program	Amount
a) Heinemann	Provide Burbank staff follow-up training in the Fountas and Pinnell Benchmark Assessment System including: analysis of the data collected to determine student independent and instructional reading levels, connecting the assessment to instruction, and managing and designing multiple literacy experiences. SSC 5/18/12	Educational Services	\$10,800 – SIG Grant Funds

8. **The Board continued until the next Board Meeting** – The minutes of the regular Board Meeting of September 26, 2012 so then can be revised and returned for approval (Office of the Superintendent)

ACTION/DISCUSSION ITEMS

1. **A) Information to the Board** – Academic Performance Index/Adequate Yearly Progress Report (Educational Services)

The California Department of Education publishes an annual Accountably Progress Report which is used to measure student academic growth as measured by the Californian Standards Test (CSTs). Staff provided provided a summary of Hayward Unified School District's results as reported in the Accountability Progress Report released to the public on October 11, 2012. The summary of data included the number of schools meeting Adequate Yearly Progress (AYP) as required by the No Child Left Behind Act (NCLB). The summary also included Program Improvement status for HUSD and all HUSD Title I schools and a summary of the results for HUSD significant subgroups. In addition staff provided the summary results for HUSD and all HUSD schools and subgroups on the state's accountability system, the Academic Performance Index (API). The summary provided information on the schools that met and those that did not meet their API Growth targets and the API Growth information for all significant subgroups.

B) The Board Approved – The Program Improvement Plan (Educational Services)

The 3 R's for 21st Century Success provides the focus for our PI plan. Key elements of the plan include the following:

- Rigor – a focus on explicitly teaching grade level standards

HUSD Board Meeting Summary – October 24, 2012

- Responsibility – a focus on ensuring all students are engaged and responsible for their learning
- Results – a focus on analyzing student achievement data through the cycle of inquiry process

2. The Board Approved – Elementary Choir Pilot Program (Educational Services)

In this presentation staff presented a proposal for funding an Elementary Choir Pilot Program to complement our Instrumental Music after school pilot program at HUSD high schools. The Pilot Program Goal is to provide every 5th and 6th grade student with the experience of participating in a choir, including performing for the school community at a school wide event.

Program Outline:

- Offer a 10-hour choir music program for every 5th and 6th grader during the second semester of the 2012-13 school year.
- Organize the program so it is standards-based and curriculum aligned.
- Students will participate in a performance at the end of the program. The performance will be for the school community.
- The 10 hours will take place during the regular school day. It will not be a prep period. The classroom teacher will be with the music teacher who leads the choir class.
- The school will plan out when the 10-hour program takes place for each class so it works within its schedule.
- The school's music teacher will have the first option of teaching the classes for the program. If the music teacher does not choose to teach the classes, or it cannot work in his or her schedule, additional instructors will be hired.
- The music teacher will be paid teacher hourly to teach the class during his or her preparation period.
- This is a school-based program so there are no transportation costs.
- Additional funds will be provided to support preparation of the program, professional development on standards-based curriculum imbedded music instruction, and the performance.

The Board approved the following option and asked staff to continue the dialogue with Union Representatives regarding the development of the program.

<i>Staffing Option A</i>	There are generally four to six 5 th and 6 th grade classrooms at each school. If each section of the pilot has two classrooms (this is possible since the classroom teachers will be with the music teacher), then schools will have on average 2-3 sections. The estimated total number of sections is 60, meaning that we will need to fund 600 hours for the program at the teacher hourly rate.	Option A - \$26,620
<i>Prep and PD</i>	For this program to be successful, we will need to provide professional development to teachers on the goals and expectations. We also need to give them time to prepare for the program. We propose up to 2 hours of pd and 5 hours of prep.	\$ 6,500
<i>Materials</i>	Music teachers will need to buy music and other instructional materials for the program. We propose providing up to \$300 per teacher for materials.	\$ 6,300

HUSD Board Meeting Summary – October 24, 2012

<i>Performance</i>	There will be a culminating performance at each school. We propose providing up to \$250 per school to organize their performance (e.g. fliers, props, etc.)	\$ 5,250
<i>Coordination</i>	This pilot will need coordination to organize the pd, materials, and provide support to schools to set up the program.	\$ 3,000
	Total	\$47,670

Next Steps:

- Recruiting: November, 2012
- Professional Development: December, 2012
- Program Start: January, 2013
- Program Update: March, 2013 – in time for budget planning
- Performances – May – June, 2013

3. The Board Conducted a Second Reading and Approved – Revised/New Board Policies/Administrative Regulations (Office of the Superintendent)

The Board of Education requested that the Board Policies and Administrative Regulations are updated in order to be in compliance with the California Department of Education Code and Federal Education Law. The Board of Education was presented with the updated policies, including updates from the California School Boards Association (CSBA), for review and revisions and approved the following Board Bylaws

- a) BB 9322 Agenda/Meeting Materials
- b) BB New Trustee Censure – Option Two – Drafted by Tucker Ellis, LLP

4. The Board Conducted a First Reading – Of Revised/New Board Policies/Administrative Regulations (Office of the Superintendent)

The Board of Education requested that the Board Policies and Administrative Regulations are updated in order to be in compliance with the California Department of Education Code and Federal Education Law. The Board was presented with the updated policies and regulations, including updates from the California School Boards Association (CSBA), Tucker Ellis, LLP., and Wenger & Associates for their review and revisions. Board Bylaws included for revisions were the following:

<u>Original HUSD Adopted Board Bylaw</u>			<u>Recommended Revised Board Bylaw</u>		
a)	New		BB	9010	Public Statements
b)	New		BB	9012	Board Member Electronic Communications
c)	BB	9000 Organizational Meeting	BB	9100	Organization
d)	BB	9323 Meeting Conduct	BB	9323	Meeting Conduct
e)	BB	9323.1 Order of Business for Regular Meetings			Deleted by CSBA
f)	BB	9323.2 Actions By the Board	BB/AE	9323.2	Actions By the Board
g)	BB	9324 Board Minutes	BB	9324	Minutes and Recordings
h)	BB	9400 Board Self-Evaluation	BB	9400	Board Self-Evaluation

HUSD Board Meeting Summary – October 24, 2012

<u>Original HUSD Adopted Board Policy</u>				<u>Recommended Revised Board Policy</u>		
i)	BP	3000	Concepts and Roles	BP	3000	Concepts and Roles
j)	BP	3100	Budget	BP/AR	3100	Budget
k)	BP	3110	Transfer of Funds Between Categories; Amendments	BP	3110	Transfer of Funds
l)		New		BP	3220.1	Lottery Funds
m)		New		BP/AR	3250	Transportation Fees
n)	BP	3260	Materials Fees	BP/AR	3260	Fees & Charges
o)	BP	3270	Sale and Disposal of Books, Equipment and Supplies (Personal Property)	BP/AR	3270	Sale and Disposal of Books, Equipment and Supplies
p)		New		BP/AR	3280	Sale or Lease of District-Owned Real Property
q)	BP	3290	Gifts, Grants and Bequests	BP/AR	3290	Gifts, Grants and Bequests
r)	BP	3300	Expenditures/Expanding Authority	BP/AR	3300	Expenditures And Purchases
s)	BP	3310	Purchasing Procedures	AR	3310	Purchasing Procedures
t)	BP	3312	Contracts	BP	3312	Contracts
u)	BP	3312.2	Consultants	BP/AR	3600	Consultants
v)		New		BP/AR	3312.2	Educational Travel Program Contracts
w)	BP	3314	Payment for Goods and Services	BP/AR	3314	Payment for Goods and Services
x)	BP	3314.2	District Revolving Fund	BP	3314.2	Revolving Fund
y)	BP	3320	Claims and Actions Against the District	BP/AR/ AE	3320	Claims and Actions Against the District
z)		New		BP	3350	Travel Expenses
aa)	BP	3400	Management of District Assets/Accounts	BP/AR	3400	Management of District Assets/Accounts
bb)	BP	3430	Investing	BP/AR	3430	Investing
cc)	BP	3440	Inventories	AR	3440	Inventories
dd)		Revised		AR	3451	Petty Cash Funds
ee)	BP	3452	Student Activity Funds	BP/AR	3452	Student Activity Funds

The Board Policy and Administrative Regulations on the subject of Bullying from the Series 5000 – Students was also included for the Board’s review and revisions.

<u>Original HUSD Adopted Board Policy</u>		<u>Recommended Revised Board Policy</u>	
ff)	New	BP	5132.2 Bullying

The Board approved the following Board Bylaws/Policies/Administrative Regulations:

BB	9010	Public Statements
BB	9400	Board Self-Evaluation
BP	3000	Concepts and Roles
BP	3110	Transfer of Funds
BP	3220.1	Lottery Funds
BP/AR	3270	Sale and Disposal of Books, Equipment and Supplies
BP/AR	3280	Sale or Lease of District-Owned Real Property
AR	3310	Purchasing Procedures

HUSD Board Meeting Summary – October 24, 2012

BP	3312	Contracts
BP/AR	3312.2	Educational Travel Program Contracts
BP/AR	3314	Payment for Goods and Services
BP	3314.2	Revolving Fund
BP	3350	Travel Expenses
BP/AR	3400	Management of District Assets/Accounts
AR	3440	Inventories
AR	3451	Petty Cash Funds
BP/AR	3452	Student Activity Funds

These Board Bylaws and Polices/Administrative Regulations will return for a Second Reading:

BB	9012	Board Member Electronic Communications
BB	9100	Organization
BB	9323	Meeting Conduct
BB/AE	9323.2	Actions By the Board
BB	9324	Minutes and Recordings
BP/AR	3100	Budget
BP/AR	3250	Transportation Fees
BP/AR	3260	Fees & Charges
BP/AR	3290	Gifts, Grants and Bequests
BP/AR	3300	Expenditures And Purchases
BP/AR	3600	Consultants
BP/AR/AE	3320	Claims and Actions Against the District
BP/AR	3430	Investing
BP	5132.2	Bullying

5. **The Board Approved** – The Youth Intervention Specialist Position at Tyrrell Elementary (Human Resources)

In May of 2011, the Board approved a staffing ration of 1.0 FTE Youth Intervention Specialist (YIS) for elementary schools in PI status with over 700 students. This year, Tyrrell Elementary meets the criteria approved by the Board, as they have 728 students and are in Program Improvement (PI) status. The Youth Intervention Specialist, under the direction of the site principal, designs and implements programs to help students overcome problems that impede learning and assist them and their families in making educational and behavioral plans.

6. **The Board Accepted** – The Donations Report

DONOR	ITEM	VALUE	SITE
The NEA Foundation	Check	\$1,500	Burbank Elementary
Target	Check	\$259.06	Burbank Elementary
Victoria Garza	Bandages, Gauze Pads, Boxes of Tissue	\$23.00	Eldridge Elementary
NBC Universal	Check	\$2,000	All Stars Teacher Award
Target	Gift Cards	\$125.00	Schafer Park

HUSD Board Meeting Summary – October 24, 2012

Future Board Meetings:

Regular Board Meeting – Wednesday, November 14, 2012 – 6:30 p.m. (Open Session)
City Hall

Regular Board Meeting – Wednesday, December 12, 2012 – 6:30 p.m. (Open Session)
City Hall

Regular Board Meeting – Wednesday, January 16, 2013 – 6:30 p.m. (Open Session)
City Hall